

PACKET

**January 14
2019**



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
LOUIS M. JURIST
CHERRY C. KARLSON
DOUGLAS A. LEVINE

REVISED

BOARD OF SELECTMEN

Monday, January 14, 2019

7:00 p.m.

Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road, Wayland, MA

Proposed Agenda

Note: Items may not be discussed in the order listed or at the specific time estimated. Times are approximate. The meeting likely will be broadcast and videotaped for later broadcast by WayCAM.

- 7:00 pm 1. Call to order by Chair
- Review of agenda for the public
- 7:05 pm 2. Announcements and public comment
- 7:10 pm 3. Review/interview committee applicants
- Interviews with ZBA applicants Bob Farrington and Evans Huber
 - Interview with Sr. Tax Relief Committee applicant Markey Burke
 - Interview with Cultural Council applicant Louise Reck
 - Potential vote to appoint
- 7:30 pm 4. Presentation by Police Chief: Recent Anti-terrorism Workshop in Israel
- 7:40 pm 5. Vote to approve award of \$480,000 bond anticipatory note to TD Bank NA at a rate of 2.54%, zero premium
- 7:50 pm 6. 2019 Annual Town Meeting Article Review: Vote to submit all Board of Selectmen proposed articles, including:
- Recognize Citizens and Employees for Particular Service to the Town
 - Pay Previous Fiscal Year Unpaid Bills
 - Current Year Transfers
 - OPEB Funding
 - Personnel Bylaws and Wage & Classification Plan
 - Compensation for Town Clerk
 - FY 2020 Omnibus Budget
 - Fiscal Year 2020 Revolving Fund Expenditure Limits
 - Choose Town Officers
 - Hear Reports
 - Sell or Trade Vehicles and Equipment
 - Rescind Authorized But Unissued Debt

BOARD OF SELECTMEN
Monday, January 14, 2019
7:00 p.m.
Selectmen's Meeting Room
41 Cochituate Road, Wayland, MA

Proposed Agenda – Page Two

- 8:00 pm 7. Town Administrator's Report
1. Correspondence
 2. Water Enterprise Fund Update
 3. Fire Chief Search
 4. OML and FOIA Policies
- 8:10 pm 8. Minutes: Review and vote to approve regular session minutes of December 17, 2018
- 8:15 pm 9. Consent Calendar: Review and vote to approve (see separate sheet)
- 8:20 pm 10. Correspondence Review
- 8:25 pm 11. Selectmen's reports and concerns
- 8:30 pm 12. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any
- 8:35 pm 13. Adjourn

Hegarty, Teri

3.) Bob Farrington -
ZBA Applicant

From: Bob Farrington
Sent: Friday, December 14, 2018 9:40 AM
To: Miller, Louise; Hegarty, Teri
Cc: Farrington Family
Subject: ZBA application

Louise Miller, Wayland Town Administrator
Town Administrator's Office
41 Cochituate Road
Wayland, MA 01778

Dear Ms. Miller:

At the suggestion of Jim Grumbach, a member of the Wayland Zoning Board of Appeals, I request that the Wayland Board of Selectmen consider this letter as my expression of interest in becoming a member or alternate member of the ZBA.

My wife, Molly Faulkner, and I have lived in Wayland for 25 years, raising our children James and Sally, both of whom passed through the Wayland School system. I actually grew up in Wayland, on Dean Road in Damon Farms, graduating in the Wayland High School Class of 1969. I went on to Boston College and Boston College Law School. While a student at Boston College I was a mailman in the Wayland Post Office – gaining a great education about Wayland neighborhoods.

My primary focus for the 40 years I practiced law has been real estate. Before joining GID Investment Advisers LLC in Boston in 1987, I worked in the Real Estate Law division of John Hancock Mutual Life Insurance Company.

GID was and is a company of approximately 600 employees across the US operating under the trade name Windsor. Its business is the purchase, sale and management of real estate, primarily in the high end residential market. GID finances its business ventures with its own capital and capital from co-investors such as large pension plans and sovereign funds. In my capacity as Senior Vice President, Legal, I was heavily engaged in all aspects of the due diligence phase of acquisitions and worked with local counsel in determining the compliance of a targeted property with local zoning and other laws. After an acquisition, zoning and related issues would often arise requiring my becoming familiar with applicable zoning ordinances and regulations. On occasion I would appear before local zoning and other boards in Massachusetts and elsewhere in the US.

I hope the Board will provide me with the opportunity to serve on the ZBA and in some small way help me repay the Town for the good and safe life it has provided to me and my family.

Bob Farrington

Hegarty, Teri

3.) Evans Huber -
ZBA Applicant

From: Evans Huber <>
Sent: Monday, January 07, 2019 3:14 PM
To: Anderson, Lea
Cc: Hegarty, Teri; Miller, Louise
Subject: Wayland ZBA opening
Attachments: Evans Huber CV 2019 (002).pdf

Lea Anderson
Chair, Board of Selectmen
Town of Wayland

Dear Ms. Anderson:

I am writing to express my interest in serving as a member of the Wayland Zoning Board of Appeals. I became aware of an opening on the Board through Tom Fay, with whom I have worked professionally. I would welcome this opportunity both because I feel I am well qualified for this position, and because, having lived here for twenty-five years, I would like to express my appreciation to the town that has provided such an excellent education and wonderful opportunities for my two daughters, Jenny and Emily.

We moved to our house on Hickory Hill Road in 1993, where my wife Elaine and I raised our two girls. Both of them attended Wayland schools from kindergarten through High School and received not only an excellent education but were also able to take advantage of the outstanding extra-curricular and athletic opportunities that the Town offers. There is no doubt in our minds that their success in college and thereafter is rooted in their experiences and education growing up in Wayland, and for that we will be forever grateful.

As indicated in my attached CV, I have been an attorney for thirty-five years. My practice is focused on litigation, environmental, and zoning work, and it is this last area that I think is particularly relevant to my potential service on the Wayland ZBA. At my current firm, which I founded with my partners almost 20 years ago, in addition to my litigation practice, I represent clients before local Conservation Commissions and Zoning Boards, on both sides of matters relating to the issuance of Special Permits, Building Permits, and environmental Orders of Conditions. Recent examples include seeking a Special Permit for a developer who wanted to replace one non-conforming use with another; and representing a neighborhood group that was opposed to the proposed demolition of a two-family house to be replaced with another, larger structure. I have also represented persons both seeking, and opposing, the issuance of Orders of Conditions before local Conservation Commissions. Because I do not always represent the developer, or the "opposition," I feel that if I am appointed to the Wayland ZBA, I will be able to serve in an informed, yet open-minded and balanced way.

I also served as one of the initial directors of Wayland Community Pool, Inc. and was substantially involved in the effort to redesign and secure funding for the new Town pool located next to the High School. In order to achieve a successful outcome, that work required (among many other considerations) an appreciation of both environmental issues and neighborhood impact and concerns. I believe my experience on that Board would also help inform my service as a member of the ZBA.

My understanding is that the Board of Selectmen may wish to schedule an interview with me before making a decision. I will make myself available to the Board at your convenience. Thank you for considering my application.

Evans Huber

Frieze Cramer Rosen & Huber, LLP

600 Washington Street

Wellesley, MA 02481

Evans Huber

Wayland, MA. 01778

Admissions: Admitted to practice in Massachusetts and the District of Columbia; the Federal District Courts for the District of Massachusetts and the District of Columbia; the Court of Appeals for the First and DC Circuits, and the United States Supreme Court

Education:

1980 to 1983 Boston College Law School, J.D., *magna cum laude*
Editorial Board, Boston College Law Review

1979 to 1980 Thayer School of Engineering, Bachelor of Engineering

1975 to 1979 Dartmouth College, A.B., *cum laude*

Experience:

1999 to present Frieze Cramer Rosen & Huber LLP, Wellesley, MA
Partner

Concentration in the areas of civil dispute resolution, including litigation and arbitration; employment counseling and litigation; and zoning matters, in a wide range of subject areas, including commercial disputes, zoning and environmental permitting, shareholder and partner disputes, real estate transactions, securities, banking, accreditation, land use, employment, construction, probate and trust matters. Represent clients in State and Federal Courts, and before State Agencies and Town Boards and Commissions to assist clients with zoning and environmental permitting; employment-related claims; and family matters

Typical litigation matters include representing members of a family-owned business in a dispute with the other owner; representing both builders and homeowners in cases involving significant allegations of wrongdoing in residential construction; and representing businesses in connection with violations of employment agreements and misappropriation of trade secrets.

Typical zoning matters include obtaining a Special Permit for a client needing permission to demolish a building used for a pre-existing non-conforming use and replace it with other structures representing a different non-conformity; representing a client opposing the issuance of a Special Permit needed for the operation of a certain business; and representing a client needing waivers of certain zoning requirements in order to operate its business at the desired location.

1992 to 1999

**Kassler & Feuer, P.C., Boston, MA
Associate (1992 to 1996)
Partner (1996 to 1999)**

Represented individual and corporate clients through trials and appeals, in business disputes, shareholder disputes, employment matters, personal injury, and civil rights violations.

1984 to 1992

**Shaw, Pittman, Potts & Trowbridge, Washington, D.C.
Associate**

Represented clients in business litigation, including trials, and in licensing matters before the Nuclear Regulatory Commission

1983 to 1984

**Hutchins & Wheeler, Boston, MA
Litigation Associate**

Memberships and Recognition:

- Massachusetts Bar
- District of Columbia Bar
- Massachusetts Superlawyer
- Former member of the Board of Directors, Wayland Community Pool, Inc.
- Former Member of Massachusetts Board of Bar Overseers Hearing Committee for Plymouth and Norfolk Counties

Interests:

- Travel with family
- Sailing and boating
- Astronomy and planetary science

3.) Markey Burke - Sr. Tax Relief Committee applicant

Hegarty, Teri

From: Markey Burke
Sent: Wednesday, January 02, 2019 9:20 AM
To: Hegarty, Teri
Subject: Sr. Tax Relief Committee

Teri,

I am interested in joining the Sr. Tax Relief Committee in the Spring. We've lived in Wayland for over 45 years and love it. I've worked for many, many years as a human resource consultant so have a great deal of work experience. I retired around four years ago. I also served on the Wayland Conservation Committee for several years and then, of course, did loads of volunteer work when our three children attended Wayland schools. And now, would love to do more volunteer work for the town and especially since this committee meets during the day. Many thanks for considering me.

Markey P. Burke
Wayland, MA 01778

Hegarty, Teri

3.) Louise Reck
Cultural Council application

From: Louise Reck <louise@wayland.ma.us>
Sent: Saturday, January 05, 2019 11:52 AM
To: Hegarty, Teri
Cc:
Subject: Wayland Cultural Council

Teri Hegarty
Executive Assistant
Wayland Board of Selectmen
41 Cochituate Road
Wayland, Ma 01778

Dear Ms. Hegarty,

I am writing to express my interest in becoming a member of the Wayland Cultural Council.

I grew up in Sweden and attended the Rhode Island School of Design, where I earned degrees in Fine Arts, Interior Architecture and Architecture. This is also where I met my husband Andrew, who serves on the Planning Board and the Design Review Board. During my college years, I spent a year abroad in France at Parson's School of Design in Paris.

After graduating from RISD, we lived in Boston's Back Bay for eleven years where we both worked as architects, before moving to Wayland with our three daughters. We have lived in town for 15 years and in addition to raising our children, I help out as needed at my husband's firm.

Our daughters, two in high school and one in college, have all participated in and very much enjoyed being part of musicals, plays, chorus and orchestra from the middle school years through high school. Our youngest joined one of the WHS A Capella groups this past fall.

During our childrens' middle school years and as needed during the high school years, I volunteered by helping with the design and painting of stage sets for several musicals, in close collaboration with the middle school art teacher Peter Curran.

Since my college years, art in its various forms, has been and continues to be a central and important part of my life. I've experienced it from both ends, and have gained perspective from being the producer to being the consumer.

Recently I met with the current WCC chair, Rachel Sideman- Kurtz whose enthusiasm and positive energy inspired me to attend a WCC meeting on 11/28/18.

When I took part in the meeting, I was struck by the members' true and genuine engagement in supporting and evaluating various forms of arts and projects, to further enrich the town of Wayland for the benefit of its residents. I would very much welcome and appreciate the opportunity to serve on the Wayland Cultural Council. My family and I feel truly blessed to live in a town like Wayland and this would, among other things, be a way to give back to the town.

Thank you for your time and consideration.

Sincerely,
Louise Reck

8.) Minutes of
Dec. 17, 2018
BoS meeting



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

LOUISE L. E. MILLER
TOWN ADMINISTRATOR
TEL. (508) 358-7755
www.wayland.ma.us

BOARD OF SELECTMEN
LEA T. ANDERSON
MARY M. ANTES
LOUIS M. JURIST
CHERRY C. KARLSON
DOUGLAS A. LEVINE

DRAFT

Board of Selectmen
Meeting Minutes
December 17, 2018
7:00 p.m.
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road, Wayland

Attendance: Lea T. Anderson, Mary M. Antes, Cherry C. Karlson, Louis M. Jurist (7:44pm), Douglas A. Levine (7:05pm)

Also Present: Town Administrator Louise Miller, Assistant Town Administrator Beth Doucette

A1. Call to Order by Chair L. Anderson called the meeting of the Board of Selectmen to order at 7:00 p.m. in the Selectmen's Meeting Room in the Wayland Town Building when a quorum was present, noted that the meeting will likely be broadcast and videotaped for later broadcast by WayCAM, and reviewed the agenda for the public.

A2. Announcements and Public Comment Arts Wayland has an exhibit at the Library and will have gallery space at the Town Center.

There was no Public Comment.

A3. Vote to approve Historic Preservation Restriction Agreement with Trinitarian Congregation Church and the Town of Wayland through the Wayland Historic Commission L. Miller discussed the agreement and the conditions related to Bradford House. Referring to an email from Historical Commission Chair Gretchen Schuler, L. Miller explained that this agreement would formalize the historic restriction and that the Historical Commission Chair recommends the BoS sign.

D. Levine entered the meeting at 7:05pm.

C. Karlson moved, seconded by M. Antes, that the BoS approve the Historical Preservation Restriction Agreement between Trinitarian Congregation Church and the Town of Wayland by and through the Wayland Historical Commission. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine. NAY: none. ABSENT: L. Jurist. ABSTAIN: none. Adopted 4-0. The BoS members signed the agreement in front of Town Clerk Beth Klein.

A4. Swearing in of new police officers: Officer Kristin Oberlander and Officer Tyler Reeves Police Chief Swanick came before the Board to introduce the two new police officers. The Chief noted that these are the first hires since the department left Civil Service. He briefly went over their respective biographies before Town Clerk B. Klein swore in the officers. Board members introduced themselves to the new officers and offered congratulations to the officers and their families.

A5. Licensing: Vote to approve renewal of common victualler licenses, used car dealer licenses, and sale of second-hand articles licenses C. Karlson moved, seconded by M. Antes, that the BoS vote to approve the 2019 renewal of the Common Victuallers' Licenses, Sale of Second-Hand Articles License, and Auto Dealer Licenses as presented in the December 17, 2018 Memorandum to the Board of Selectmen, RE:

2019 License Renewals. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine. NAY: none. ABSENT: L. Jurist. ABSTAIN: none. Adopted 4-0.

A5. FY18 Audit: Hear Presentation by Melanson Heath Scott McIntyre of Melanson Heath came before the Board to discuss the FY18 Audit results and report. S. McIntyre stated the audit of the financial statements went very well and the financial books and records were in good working order with no disagreements between the Town and the firm on application of Generally Accepted Accounting Principles. His presentation focused on a few highlights from the report, with both long-term and short-term outlooks. He noted that reporting the net OPEB liability is a new requirement this year and that Wayland's net OPEB liabilities stack up well against peer towns.

S. McIntyre discussed the unassigned fund balance of \$11.8M and referred the Board to page 30 summarizing everything in a concise matter for the unassigned fund balance. Some of their draft Management Letter recommendations include improving automation in the tax collector's office, adhering to a formal water billing schedule, improving compensated absence accounting, and having a summary reconciliation report be expanded to include the individual reconsolidations.

A6. OPEB Update- Vote to submit Annual Town Meeting Article Treasurer Zoe Pierce came before the Board to give an update on the approximately \$17 million (as of October 231, 2018) OPEB funds invested in the MA Pension Reserves Investment Trust (PRIT). Quarterly performance reports are posted on the Treasure's town website. Z. Pierce talked about investment allocations and reported the suggested OPEB actuarially determined contribution for FY2020 is \$812,000.

L. Jurist entered the meeting at 7:44p.m.

The Board asked the Town Administrator and Finance Director to put together an OPEB funding article for Annual Town Meeting.

A8. FY 20 Budget Update

- **Operating Budget: Summary of recommendations and next steps** The Board was provided with a FY20 DRAFT budget recommendation for the Finance Committee prepared by the Town Administrator and the Finance Director. The recommended budget of \$82.8M includes expenses of \$18.3M for the Town, \$41.9M for the School, and \$22.6M for Unclassified. In total, it is a \$2.9M or 3.68% increase on operating expenses, which meets the FY20 guideline. Revenue sources are taxation \$70M, local receipts \$5M, state aid \$5.7M and transfers \$1.9M. The anticipated tax rate is \$18.56/thousand. B. Keveny discussed some of the budget drivers: payroll and the snow and ice budget.

B. Keveny stated the financial team worked collaboratively throughout the year. He reviewed the new budget process and said it was the smoothest year yet, with no surprises. In mid-December, the same work has been accomplished that was done by late February last year. He reported that FinCom is in a great position and ready to move on to the School budget. He summarized the budget focal points such as fund balance, use of free cash, overlay, and identified level services, and then provided a spending comparison from 5 years ago. B. Keveny discussed a breakdown of different payroll requests by department and category. He reminded the Board that storm water expenses were moved to the Unclassified budget; similarly, the vocational education expenses were moved to Unclassified. The Town has budgeted for 7 vocational students in FY20.

C. Karlson noted that she liked how the budget was bundled into three categories: the town, school and unclassified. She said it would be important to communicate this reclassification well if it will be presented like that in the Warrant.

- **Capital Budget Update** L. Miller and B. Keveny will continue the capital discussion with FinCom. There may be a few draft articles, and L. Miller will discuss some of them in the Town Administrator's update on capital articles later in the agenda.

A9. Cable Advisory Committee: Update on committee applicants The Board discussed that they have two good candidates and should continue to advertise for other volunteers. L. Miller said she will get back to the applicants and reviewed the upcoming process.

A10. Receive Updated Draft of Town Manager Special Act. L. Anderson asked each Board member to review the draft special act carefully and submit changes and suggestions in hard copy to T. Hegarty by January 2. A public file will be maintained in the Town Administrator's office. L. Anderson will work with Attorney C. Murray on a revised draft for the January 7 meeting.

A12. Discussion with Finance Committee Chair and Vice Chair on Warrant Article submission process Finance Committee Chair Carol Martin and Vice Chair Steve Correia came before the Board to propose that the BoS review the Warrant Article submission process. C. Martin stated that requirements need to be communicated more clearly so that the Finance Committee receives complete article submissions. They also discussed how to improve the Petitioners' articles. M. Antes mentioned that in the past well informed volunteers of the town meeting process sometimes helped Petitioners prepare articles. C. Karlson reminded the Board that articles are sponsored by boards, not staff. C. Martin said the staff is often the contact for the FinCom liaisons. A discussion ensued about the basic process and information that should be contained in every article.

A7. Town Administrator's Report

- 1. Correspondence** L. Miller distributed a letter from the Attorney General's Office regarding an Open Meeting Law complaint by Mr. Harris.
- 2. Wastewater Update** C. Karlson reported that she is revising this project plan based on feedback from WWMDC chair Fred Knight and BoPW member Cliff Lewis. She committed to get a revised project plan to the Town Administrator this week.
- 3. Capital Projects Update** L. Miller updated the Board on outstanding capital projects. The replacement rotunda window at Library and the Dudley Woods trail project are out to bid. An independent cost estimator will review the estimates for both the Loker field and High School field projects. Funds for that were appropriated by the School Committee and Recreation Commission and results should be received in early January. Dudley Pond water levels came down, but last weekend, the Fire Department had to bring down the water levels on the Cochituate Reservoir. The Snake River dam was inches from over-topping. They are hiring an engineering firm (Tighe and Bond) to put together a proposal for the valve work and/or any other emergency work related to the dam. Design work has already been appropriated, and they hope to have construction of the dam on the Annual Town Meeting Warrant this spring.
- 4. Annual Town Meeting Instructions and Schedule** The schedule went up on the website and was distributed to department heads. L. Anderson suggested instructions to ask petitioners to get signatures if significant changes are made to the submitted language.
- 5. River's Edge Update** All the work is done, and the DEP should be out to inspect any day now. L. Miller said she would be back with B. Keveny on Jan. 14 for the BoS to sign the short-term note for borrowing for the asbestos related work. They will also discuss all capital borrowing at the same time.
- 6. Annual Town Meeting Warrant Article Draft Lists** L. Miller reported that the potential articles include the FLSA settlement for police and fire, no Planning Board article related to marijuana zoning, Loker Field, the High School field, revolving fund for Conservation, mitigation fund for storm water enforcement, OPEB, and the Town Clerk salary. The capital projects include handicap accessibility for the Library, windows for Town Building, Snake River Dam, and a feasibility study for recreation at Alpine Field. L. Miller noted funding sources are still being determined for all the projects. So, in total there may be twelve articles plus the standard ones and potentially the Town Manager Special Act.

A13. Minutes: Review and vote to approve regular session minutes of December 3, 2018 M. Antes moved, seconded by C. Karlson, to approve the regular session minutes of December 3 as amended. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A9. Consent Calendar: Review and vote to approve (see separate sheet)

- 1. Vote the question of approving and signing the weekly payroll and expense warrants**
- 2. Vote the question of approving the invoice from KP Law, Invoice No. 118613, dated November 21, 2018, in the amount of \$615.44 for professional service through October 31, 2018**
- 3. Vote the question of approving the invoice from KP Law, Invoice No. 118640, dated November 21, 2018, in the amount of \$14,870.93 for professional service through October 31, 2018**

4. **Vote the question of approving the invoice from Valerio, Dominello & Hillman, Invoice Number 9, dated November 6, 2018, in the amount of \$3,558.85 for legal services rendered through October 31, 2018**
5. **Vote the question of approving the invoice form Valerio, Dominello & Hillman, Invoice Number 10, dated December 5, 2018, in the amount of \$6,428.91 for legal services rendered through November 30, 2018**
6. **Vote the question of designating Lea Anderson, Chair, Board of Selectmen, as the sole signatory to sign off on all 2019 ABCC and liquor license renewal reports**

M. Antes moved, seconded by C. Karlson, to approve the Consent Calendar. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A15. Correspondence Review M. Antes distributed and reviewed a summary report of the SUASCO Wild and Scenic Rivers. The total report (in packet) is a 53-page document including the history of the original conservation plan, and M. Antes briefly described it and the recommendations. She mentioned many of the suggestions are already being done in Wayland. The Board suggested putting a vote on the Consent Calendar for January 7. M. Antes stated she can meet with L. Miller to discuss the next steps and draft something for the packet.

A16. Selectmen's reports and concerns C. Karlson asked that the 2017 CAFR be posted online. L. Anderson said The Buzz would like to do a State of the Town discussion featuring her on the panel.

A17. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any
None.

A18. Executive Session: Enter into Executive Session I. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (b) to discuss strategy with respect to collective bargaining with all bargaining unites pursuant to the Public Employee Committee (PEC) agreement; II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2) to conduct a strategy session in preparation for negotiations with non-union personnel. At 9:22p.m., L. Anderson moved, seconded by D. Levine, that the Board of Selectmen enter into Executive Session Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with all bargaining unites pursuant to the Public Employee Committee (PEC) agreement; II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2) to conduct a strategy session in preparation for negotiations with non-union personnel.

The Chair declares that a public discussion of these matters may have a detrimental effect on the litigating, negotiating, or bargaining position of the Town. Roll call vote: YEA: L. Anderson, M. Antes, C. Karlson, D. Levine, L. Jurist. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. The Chair invites attendance by Louise Miller, Town Administrator and Elizabeth Doucette, Asst. Town Administrator. The Board will reconvene in approximately 10 minutes solely for the purpose of adjourning.

The Board returned to open session at 9:34pm.

A13. Adjourn L. Jurist moved, seconded by D. Levine, to adjourn. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine, L. Jurist. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of December 17, 2018.

1. 2019 Calendar with BoS meetings, holidays and Annual Town Meeting highlighted.
2. Suasco Wild and Scenic Rivers 2018 Conservation Plan Update
3. Correspondence; to Finance Committee, from Louise Miller, Town Administrator and Brian Keveny, Finance Director, dated December 14, 2018, re: Town Administrator and Finance Director DRAFT FY20 Operating Budget Recommendation
4. Correspondence from Mira Netsky, Office of the Attorney General, to Wayland resident George Harris, dated December 13, 2018, re: Open Meeting Law Complaint
5. Draft Management Letter from FY2018 Audit by Melanson and Heath

Items Included as Part of Agenda Packet for Discussion During the December 17, 2018 Board of Selectmen's Meeting

1. Correspondence from Elizabeth Doucette, Asst. Town Administrator, to the Board of Selectmen, dated December 17, 2019, re: request to vote to approve Historic Preservation Restriction Agreement
2. Historic Preservation Restriction Agreement between Trinitarian Congregational Church and Town of Wayland by and through the Wayland Historical Commission
3. Correspondence from Teri Hegarty, Executive Assistant to the Town Administrator, dated December 17, 2018, re: 2019 License Renewals
4. Correspondence from Zoe Pierce, Treasurer/Collector, to the Board of Selectmen, dated December 11, 2018, re: Treasurer's Presentation – OPEB Performance Update
5. PowerPoint Presentation – OPEB Performance Update
6. Correspondence from resident Jake Mohnkern to Teri Hegarty, Executive Assistant to the Town Administrator, dated December 13, 2018 re: Cable Advisory Committee
7. Correspondence from resident Ken Isaacson, to Louise Miller, Town Administrator, dated November 15, 2018 re: Cable Advisory Committee
8. Correspondence from resident Sumita Dutta, to Teri Hegarty, Executive Assistant to the Town Administrator, dated December 13, 2018 re: Cable Advisory Committee
9. Correspondence from Lea Anderson, Chair, Board of Selectmen, to the Board of Selectmen, dated December 14, 2018, re: Town Manager Special Act.
10. Draft – An Act Establishing the Position of Town Manager in the Town of Wayland
11. Draft Board of Selectmen minutes of December 3, 2018

**PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM
JANUARY 4, 2019 THROUGH AND INCLUDING JANUARY 10, 2019 OTHERWISE
NOT LISTED AND INCLUDED IN THE CORRESPONDENCE PACKET FOR
JANUARY 14, 2019**

**Items distributed to the Board of Selectmen – January 4, 2018 – January 10, 2019
(none)**

**Items Distributed for Information and Use by the Board of Selectmen at the Meeting of
January 7, 2019.**

1. Article List for 2019 Annual Town Meeting
2. Agenda and flyer for Massachusetts Selectmen's Association Annual Business Meeting (for L. Anderson, C. Karlson, D. Levine, and L. Jurist)
3. Invite KP Law's Hospitality Reception on Friday, January 18, 2019
4. MAPC Calendar and Annual Report (for L. Anderson and C. Karlson)
5. Greeting card from Koutoujian Family
6. The Beacon, a Municipal Association publication (for L. Anderson, C. Karlson, D. Levine and L. Jurist)
7. Correspondence from Lea Anderson, Chair, Board of Selectmen, to Wayland Board of Selectmen, dated January 7, 2019, re: Town Manager Special Act
8. Draft of "An Act Establishing the Position of Town Manager in the Town of Wayland"
9. Copy of Chapter 60 Town Administrator
10. Correspondence from Aida Gennis, Library Board of Trustees, to the Board of Selectmen, dated January 2, 2019 re: feedback highlights on the Town Manager Special Act
11. Correspondence from Wayland resident, Tom Maglione, to the Board of Selectmen, dated January 7, 2019, re: Loker project
12. Correspondence from Aida Gennis, Chair, Board of Library Trustees, to Lea Anderson, Chair, Wayland Board of Selectmen, dated January 7, 2019, re: Town Manager Special Act and the role of the Board of Library Trustees
13. OPEB Funding Town Meeting Article dated January 7, 2019

Items included as part of the Agenda Packet for discussion during the January 14, 2019

1. Correspondence from Wayland resident Bob Farrington, to Louise Miller, Town Administrator, dated December 14, 2018, re: interest in serving on the Zoning Board of Appeals
2. Correspondence and CV from Wayland resident Evans Huber, to Lea Anderson, Chair, Board of Selectmen, dated January 7, 2019, re: interest in serving on the Zoning Board of Appeals
3. Correspondence from Wayland resident Markey Burke, to Teri Hegarty, Executive Assistant, dated January 2, 2019, re: interest in serving on the Sr. Tax Relief Committee
4. Correspondence from Wayland resident Louise Rack, to Teri Hegarty, Executive Assistant, dated January 5, 2019, re: interest in serving on the Wayland Cultural Council
5. Draft of December 17, 2018 Board of Selectmen minutes

BOARD OF SELECTMEN
Monday, January 14, 2019
7:00 p.m.
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road
Wayland, MA

CONSENT CALENDAR

1. Vote the question of approving and signing the weekly payroll and expense warrants
2. Vote the question of appointing the Town Administrator and the Assistant Treasurer to open and maintain financial accounts for the Town of Wayland, effective as of January 3, 2019.

BOARD OF SELECTMEN
Monday, January 14, 2019
7:00 p.m.
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road, Wayland, MA

CORRESPONDENCE

1. Correspondence from the Finance Committee to the Board of Selectmen, dated January 10, 2019, re:
Fiscal 2020 Debt Exclusion Recommendation